Accreditation Steering Committee Meeting
Tuesday, September 3, 2024
3-5 PM, Virtual Meeting
https://ccsf-edu.zoom.us/j/83897030018

MINUTES

Members Present: Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Andrea Niosi, Gwendolyn Inman, Stephanie Chenard, Hing Potter, Michael Snider, Tanya Clarkson; **Alternates Present**: Madeline Mueller

Members Absent: Cynthia Dewar, Steven Brown, Shang Xu

Alternate Absent: Lidia Jenkins, Joseph Reyes

Guest: Maureen Harrington, Judy Seto

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Review and approve May 7th Minutes (Action)	May 7th minutes moved by Andrea Niosi, seconded by Sheri Miraglia, approved by committee with one abstention.	
2.	Public Comments	None	
3.	Accreditation Steering Committee Membership ● Welcome New Members	Welcomed new members Gwendolyn Inman, Tanya Clarkson, and Hing Potter, and all introduced themselves.	

4.	Follow-up items from last meeting (Discussion): ● Review BP 2.07 / AP 2.07	Update BP 2.07 / AP 2.07 ● Kristin recently sent the latest updates to the constituent groups for input. Kristin presented it to the Academic Senate meeting last Wednesday. Tanya has confirmed that the Classified Senate has received the updates. Kristin will be going to the Associated Students meeting this Friday for feedback. ● The Participatory Governance Council recommended these policies in March 2024. Normally a policy will go through the constituent groups first before it goes to PGC. Since BP/AP 2.07 is coming from PGC, it went to PGC first, and now it is going to the constituent groups for review and then back to PGC with any updates. After this, it will go to the BOT Student Success and Policy Committee for a first read and then to the full Board for approval of the BP; the Chancellor accepts/approves administrative procedures. ● Accreditation Steering Committee members may still provide feedback.	

5.	Accreditation Update
	● Review ACCJC Staff Liaison Change
	● Review Progress Update Presented to the Board of Trustees
	● Review Timeline for the Follow-Up Report to address the 2024 sanction
	● Review the recommendations/suggestions from the visiting team and CCSF's improvement plans
		● ACCJC Staff Liaison Change
		  o Kevin Bontenbal was our previous ACCJC Staff Liaison. Due to a change of ACCJC's staff configuration, CCSF's new ACCJC Staff Liaison is Nickawanna Shaw. Kristin has met with her regarding a complaint against the institution.
		  o Kristin and Sheri are serving on peer review teams. The team Kristin is on is still using the old standards while Sheri's team is using the new standards.
		  o Both Kristin and Sheri shared that one can learn a lot from serving on a peer review team that will help inform our own self evaluation.
		● Review Progress Update Presented to the Board of Trustees (Kristin's report on the 8/29/24 Board meeting)
		  o The Board developed 2 Ad Hoc Committees to help with addressing the accreditation sanctions:
		    ➢ Board Ad Hoc Committee on Budget
		    ➢ Board Ad Hoc Committee on Policy
		  o These Board Ad Hoc Committees consist of 3 or 4 Board members. Kristin leads these committees, and the Chancellor also attends all the meetings. AVC Adil Ahmed is on the Board Ad Hoc Committee on Budget. These Ad Hoc Committees give them time to talk through different ideas before presenting them to the	

		full Board.	
		o A question from a Committee member: Is there a role to play for the legal counsel? How does the Board develop its agenda? The Board will seek legal advice as questions come up.	
		o Are the members on the Board Ad Hoc Committees familiar with this work or associated with any colleges? Chancellor Bailey, VC Julian, and 2 Board members are in the Board Ad Hoc Committee on the Budget.	
		o The highlights of the Board Ad Hoc Committees:	
		➢ They are reviewing and revising policies including those related to budget planning and Board governance - making sure they are following the policies. For example, the Board needs to do their self-evaluation in accordance with BP 1.23 - Board Self Evaluation, and solicit input from college leaderships.	
		➢ They are creating a calendar based on dates and timing specified in policies and procedures. They will bring the complete calendar forward. This will help guide their work throughout the year.	
		➢ They will be presenting a balanced budget for FY 2024-25 with multi-year scenarios.	
		➢ They have requested support offered by the California Community Colleges Chancellor's Office (CCCCO) - A Partnership Resource Team (PRT) to support the Board in particular to the College's budget.	
		➢ They will be holding a series of public budget workshops with the Board and campus community after adopting the FY 2024-25 budget.	
		➢ Current and newly elected trustees will be attending the Community College League of California's (CCLC) annual convention and exploring customized CCLC training relating to the Board/CEO relation.	
		o All these actions will yield tangible evidence. Less tangible evidence is the tone, language, and relationships evident during the Board meeting. Review Timeline for the Follow-Up Report to address the 2024 sanction.	
		o Right now, the Board is reviewing its findings, developing, and implementing action plan(s), drafting	

the Follow-Up Report with support from Kristin.

- o What comes out from the Partnership Resource Team will be important evidence, but they are not likely to working with us until February 2025.
- o September 2024 – Board completes initial draft Follow-Up Report. We will be fleshing out the evidence.
- o November 2024 – Circulate draft Follow-Up Report to constituency groups and review it at the Accreditation Steering Committee
- o December 2024 – Academic Senate/PGC 1st and 2nd reads of Follow-Up Report/recommendation - Kristin will incorporate the dates on the timeline when known.
- o January 2025 – BOT 1st read and final Follow-Up Report
- o February 2025 – BOT 2nd read and final Follow-Up Report/acceptance (regular Board meeting).
- o If there are a lot of changes after the initial draft, we might need a special Board meeting if it is too close to the deadline.
- o March 2025 – Submit Follow-Up Report prior to March 1, 2025
- o We do not know when the Site visit will be but assume it will be before June 2025 since the Commission meets annually in June and December.
- ● Review the recommendations/suggestions from the visiting team and CCSF's improvement plans.
  - o The Accreditation Steering Committee reviewed the recommendations/suggestions from the visiting team and CCSF's improvement plans at the last meeting.
  - o This is a tracking document to inform us and to keep all the suggestions and improvement plans in one place to help us pay close attention to.
  - o The blue columns on the left are CCSF's self-identified improvement plans with a narrative, a brief description of expected outcomes, and a timeline for implementation. The salmon columns on the right are suggestions from the Site Visiting Team.
  - o Many suggestions from the Site Visiting Team are mapped to our improvement plans, except for a few which are from facilities, finance, governance, HR, etc.
  - o Today's homework for the Accreditation Steering Committee is to review this document for the next

| 6. | Other Items
● [ACCJC seeks feedback on pilot distance education resources and rubric](#)
● Should the Accreditation Steering Committee meet in person once a semester? | ● ACCJC seeks feedback on pilot distance education resources and rubric.
   o The United States Department of Education wants colleges to demonstrate substantive interaction in Distance Education.
   o ACCJC has crafted a pilot distance education rubric and additional resources to help institutions to improve quality programming in distance education and to provide peer review teams with guidance for validating substantive interaction in distance education.
   o ACCJC is now seeking feedback from all interested parties on the rubric.
   o Kristin wanted to bring this to the attention of our Committee, the Distance Education Department, and encourage participation by those who are interested. Cynthia and Jen are aware of it, and they are participating.
   o ACCJC itself is reflective. They invite feedback from the field. They also have a 5-year review cycle to ensure that they are meeting their standards and regulations.
● Should the Accreditation Steering Committee meet in person once a semester?
   o We are a standing committee of PGC, so we are not subject to the Brown Act.
   o A Committee asked if we should meet in person once a semester/year.
   o The Committee likes the idea and agrees to meet in person at the last meeting of each semester. Judy will try to find a nice meeting room (STEAM Building?). Food/snacks will be provided at this meeting. | |

Fall 2024 Meeting Dates: 10/1, 11/5, 12/3 from 3-5 pm

Minutes taken by Judy Seto